

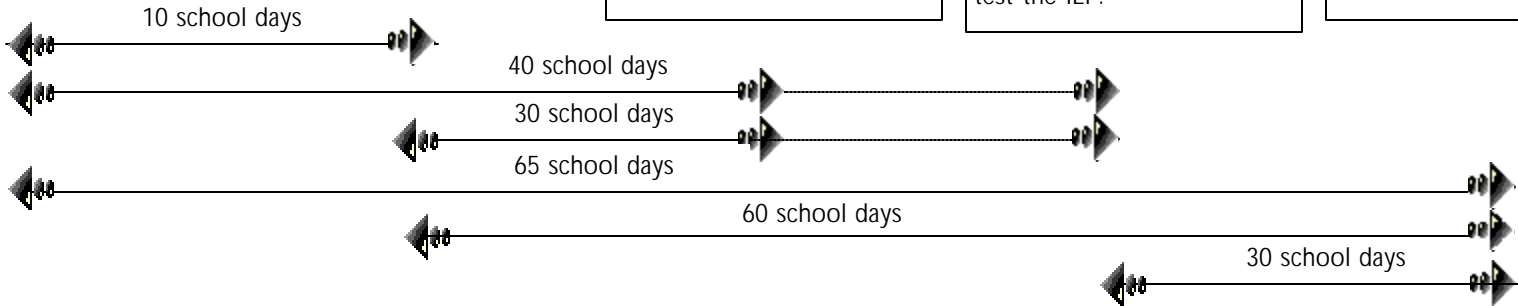
Special Education—Initial Referral, Evaluation and Recommendation Process



Intervention Services	Referral	Consent	Evaluation	Team IEP Meeting	Placement Recommendation	Consent
<p>Before a school refers a student to be evaluated for special education services, the school must provide intervention services for that child. Under the Continuum, a student should be referred to the Pupil Personnel Team.</p> <p>For a child with a learning problem the school should provide extra help. Some programs schools have are:</p> <ul style="list-style-type: none">• Title I• Project Read• PCEN funds• At-risk resource room <p>For a child with a behavior problem, schools can provide:</p> <ul style="list-style-type: none">• Behavior Intervention plans• Counseling• Alternative classroom	<p>A student can be referred to be evaluated for special education services by:</p> <ul style="list-style-type: none">• A parent• Teacher• Agency• Other school staff (social worker, principal, etc.) <p>If the school makes a referral, they must describe what interventions they have made before the referral.</p> <p>If a parent makes a referral, s/he should do so in writing and make sure to get a receipt.</p> <p>A student cannot be evaluated without a parent's informed written consent.</p>	<p>After a referral, the parent will be invited in to meet with a social worker (part of the team) to get the parent's informed consent to evaluate the child. Consent can only be given after parent's rights are explained.</p> <p>This is usually the time the social worker will do a social history (first step of evaluation).</p> <p>If the parent consents, the evaluation process begins.</p> <p>If the parent refuses consent, the school should continue to explore other interventions in general education, or they can go to an impartial hearing to override the parent. Schools should not harass parents who refuse consent.</p>	<p>After a parent consents, a student must be evaluated in all areas of suspected disability. At the very least students will receive the following evaluations:</p> <ul style="list-style-type: none">• Social history• Psycho-educational <p>If needed students should receive additional evaluations including:</p> <ul style="list-style-type: none">• Speech and language• Occupation therapy• Physical therapy• Psychiatric• Neuro-psychological• Auditory processing• Assistive technology <p>Parents can submit private evaluations.</p> <p>If the CSE fails to provide appropriate evaluations, it must pay for private evaluations.</p>	<p>Once the evaluations are done, the parent meets with a "team" to review the evaluations and develop an Individualized Education Plan (IEP) for the student. The team consists of:</p> <ul style="list-style-type: none">• A special ed. teacher or service provider• A general ed teacher• The parent (invited)• A district representative• An education evaluator• A school psychologist• A parent member (only at CSE team meetings) <p>*Some members can perform multiple functions.</p> <p>†Excusal: members may be excused from meeting if both parent and CSE agree in writing, but they must submit written input before IEP meeting.</p> <p>The parent does not have to consent to anything at this point. Disagree with the recommendation? Can contest the IEP.</p>	<p>Next, the CSE must offer an <u>appropriate</u> placement within the appropriate time frame (see time line). If there is no appropriate placement, the CSE must give parent a Nicker-son (P-1) letter.</p> <p>Placement should be in an appropriate functional grouping (age and functioning levels of students must be within 3 years). Parent has a right to get a copy of the class profile.</p> <p>Parent has a right to visit placement. (Parent can request another placement from placement officer, but depends upon availability.)</p> <p>Parent has the right to reject an inappropriate placement.</p>	<p>A parent must consent to placement in order for child to be placed in special education.</p> <p>If a parent does not want to consent, the CSE can either:</p> <ul style="list-style-type: none">• Close the case, or• Request an impartial hearing (IH). The IH can override parent's refusal to consent. <p>(Note: if the parent does not consent, the case may close <u>only</u> if this is an initial referral. If the student already receives special education services and the parent does not agree with the new recommended placement, the case will not close—instead the parent must ask for one of his/her due process options.)</p>



Time Line



Due Process Rights:

If at any point in this process, the parent contests a recommendation or placement, they can ask for:

- Another CSE review,
- Mediation, or
- An Impartial Hearing.